

# SCHEDULING A PICNIC IN SEATTLE PARKS



**SEATTLE PARKS  
AND RECREATION**

Event Scheduling Office  
860 Terry Avenue North #134  
Seattle, WA 98109

Early Registration: **Mail or fax received by February 28, 2005** will be processed by random lottery.

Picnic Applications sent on or after March 1 will be processed after lottery is complete, in the order in which they were received.

Phone and walk-in reservations begin  
April 1, 2005

Office: (206) 684-4081 Fax: (206) 684-4853

## Introduction

Thank you for choosing a Seattle park for your picnic! You can reserve picnic sites for dates between April 1 and September 30 each year. We also extend the picnic season into October for selected sites. During the off-season months of the year, our picnic areas are available on a first come, first served basis. This brochure provides information on how to make your reservation easily, and includes guidelines for use of the park during your event. You can also visit our web site: [www.seattle.gov/parks/reservations/picnics.htm](http://www.seattle.gov/parks/reservations/picnics.htm) ; or call our Picnic Reservation Office, 206-684-4081.

## How to Get Started: Making a Reservation

Please use the handy checklist at the end of this brochure to help you plan your picnic.

There are several ways to make picnic reservations: early application by U.S. Mail or facsimile (in March), and phone or walk-in (beginning April 1).

**Please note:** Make your reservations early if your picnic has an inflexible date or site. Some sites and dates are more popular than others. Prior to accepting picnic reservations, some areas may already be scheduled for large community special events (i.e. Seafair festivals). **It is strongly recommended to choose a few**

**alternate dates and locations** in case your first choice is not available.

## 1. Early Reservation Lottery (mail or fax)

Fax or mail your Picnic Reservation Application before February 28. All requests received by February 28 will be processed together in random order through a lottery drawing. For the lottery we can accept only U.S. Mail and Fax reservation requests. If there are several people in your same party, we suggest designating one main contact and submitting only one application per group. Please **DO NOT submit duplicate** applications. We will send out confirmations in late March. **Please do not send cash or checks for the Early Reservation Lottery.**

## 2. March Reservation (mail or fax)

Beginning March 1, reservations received by U.S. Mail and Fax will be processed after the early reservation lottery has been completed, in the order in which they were received. We will process all early (lottery) reservations before we handle "March Reservations." Payments may be made by VISA, MasterCard or American Express; or you can be billed with payment due within two weeks. If none of your requested dates and locations are available, you will be contacted by telephone to select alternatives.

### 3. Phone & Walk-in Reservations

Beginning April 1, you may make your reservation by phone or in person. Picnic Scheduling office hours are 8:45am to 4:45pm Monday-Friday. Picnic reservation phone lines are very full between May and August. Please be patient as waits can last as long as 10 minutes. Voice mail response may take up to one full day.

### Confirmation & Payment Process

After you've made your phone or walk-in reservation, you may pay immediately or we can bill you. Since we cannot issue refunds for picnics, we suggest that you go over the details of your confirmation with others in your group before you pay. If we don't receive your payment within two weeks after we confirm your reservation, we regrettably will cancel it without notice

to you, in order to make the date and time available to someone else.

### Payment

You can pay for your permit with a check or money order made out to the City of Seattle, with a Visa, MasterCard or American Express credit card, or in person with cash. PLEASE do not mail cash. We cannot issue refunds for picnics, so please be sure our record reflect your date and location before you pay. (See Refunds and Rescheduling.) Our address is:

Seattle Parks and Recreation  
Picnic Reservations  
860 Terry Avenue North, #134  
Seattle, Washington 98109

A **Picnic Permit** packet will be sent to you upon receipt of your payment and/or additional information (such as caterer proof of insurance) as needed.

## Planning Information for the Perfect Picnic

The following sections will help you plan just the right space for your picnic. In some cases, the size of your group and the activities you have planned may mean higher fees, and may mean some sites will not work well for you. To plan what you need for your picnic, please use the checklist at the end of this brochure.

Picnic Shelter ( <i>see reservation sites</i> )	\$30. - \$110.
Outside stationary tables	\$10.
Electrical/Utility Hook-up ( <i>at select sites</i> )	\$55.
Use Permit ( <i>caterers, air bouncers etc.</i> )	\$75.
Key Deposit ( <i>at select sites</i> ), refundable	\$50.
Reschedule ( <i>after paid</i> )	\$10.
Load/Unload ( <i>at select sites</i> )	\$10.
Attendant ( <i>at select sites</i> )	\$20. per hour
Company/commercial sign/banner	\$100. each
<b><i>These are non-refundable fees</i></b>	

### Catering & Special Equipment

If you plan to bring in a caterer, special equipment, or amplified music, then a Park Use permit is required and other fees apply. We define a caterer as a paid person or company that prepares and/or serves food or sets up equipment for use. We define special equipment as an air bouncer, inflatable structure, or a canopy bigger than 400 square feet, etc. Please ask the picnic scheduler about amplified music, which we allow in very few parks in order to be a good neighbor. We regrettably do not allow dunk tanks.

- If your caterer or other provider needs vehicle access to the picnic site, please note this in your application, since access is not available at all sites.
- The City requires a copy of the service provider's liability insurance **naming the City of Seattle** as additional insured for a minimum of \$1 million

General Liability for most permits and \$2million  
General Liability for air bouncers and inflatables.

- We may require that an attendant be present at your event at a cost of \$20 per hour.

### If You Need Vehicle Access

Not all shelters are accessible for load and unload privileges. If you have special requirements which make it necessary for you to have vehicle access, please inquire when making your picnic reservation. All park users must park in public parking spaces. With a permit we can provide you "Load and Unload" privileges at designated areas; this authorizes you to deliver equipment and people who need help getting to the site. For more information about which sites have this option, please refer to the **Reservation Site** chart at the end of this brochure. The cost is \$10 plus a \$50 refundable key deposit fee. Only one vehicle is permitted at a time, you must provide proof of insurance, and your Parks Department load/unload pass must be displayed on the dashboard. Immediately after unloading, the vehicle must be removed from the picnic area and parked in a public parking space. Please remember to lock the bollard or gate behind you for security reasons.

The day before your picnic (Friday, if your picnic is on a weekend), please pick up the vehicle access key from the Picnic Scheduling Office. The \$50 refundable key deposit can be paid with a credit card, cash, or check. To retrieve your refund, just return the key to us at the Picnic Scheduling Office the next working day. Note: if payment is made with cash or check it may take three to four weeks to process your refund.

## Batter Up! Ballfield Scheduling

If you would like to reserve a ballfield in conjunction with a picnic, please include a request when you submit your picnic application. There are several picnic sites close to softball fields. Field reservation fees are \$10/hour with a one hour minimum and a four hour maximum. Ballfields may be reserved until the second week of August, when all grass fields are set up with soccer goals. If you would like to reserve just a ballfield separate from a picnic, please contact either **League Field Scheduling:** John Bates at (206) 684-4082, or **Field Scheduling for Individuals:** (206) 684-4077.

## Be Ready For Any Weather! Portable Canopies

You may put up a portable freestanding canopy (maximum two walls) measuring no more than 400 square feet (20' x 20'). We do not allow stakes or in-ground anchors. We do not allow tents unless detailed in Attachment 2, if applicable

## Feeding a Crowd: Large Picnics

If you anticipate a crowd of 400 or more, we may require that you provide dumpsters, portable toilets, and/or an attendant, at your expense. These requirements will be established based on the event and location selected.

## Dogs on a Leash

Please remember, the City's leash law is in effect. While dogs are allowed on leash in most parks and picnic areas, they are not allowed AT ALL in children's play areas, beaches, or athletic fields, and you must pick up after them.

## Land Ho! Boat Launching

There is a \$5 charge for launching boats at Warren G. Magnuson, Golden Gardens and Stan Sayres parks. Please see the Boat Ramp Ranger on site or call (206) 684-7249 for more information. You can launch hand-carry non-motorized boats at designated locations within Seward, Matthews Beach, Warren G. Magnuson, Alki Beach, Golden Gardens and Lincoln Parks.

## Sales of Merchandise; Commercial Advertising

**Please get a permit in advance if you want to sell any product or service.** It is illegal to sell food, beverages, goods or merchandise, use amplified sound, or charge fees for admission without a permit. The City is due 10 percent of your gross receipts if you sell anything or collect money on site. Commercial signs, radio vans, or other advertising banners are allowed with an advance payment of \$100 per item per day.

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## Your Responsibilities

**Bring your picnic permit with you.** Without this permit, your picnic reservation cannot be enforced. **The following are prohibited at City parks, including all picnic areas:**

- Illegal substances and alcoholic beverages of any kind. (SMC 18.12.255)
- Confine fires, to authorized stoves, grills, or designated fire rings.
- Please don't drive on the turf/grass or in unauthorized areas.
- Don't drive stakes into the ground or dig holes.
- Please don't damage or remove anything from the park (this includes driftwood, shells, trees, and shrubs).
- Get written approval from the Parks Department in advance for the sale of food or merchandise, amplified sound, or charging an admission fee.

## Rights & Privileges

Groups who have obtained picnic permits have the right to enjoy their picnic sites for the entire day. **Bring your picnic permit with you.** Without your permit, enforcement is extremely difficult therefore the facilities are available on a first come, first served basis.

***It is strongly recommended that you set your site reservation signs at your picnic site by 10 a.m. on the day of your picnic. If you arrive after 10 a.m. and someone is already at the table or shelter you reserved, we ask that you show them your permit, ask them to leave and allow a 30 minute period for them to relocate from the reserved space.***

## Clean Up and Recycle

We work hard to make your picnic site clean and welcoming. If you find vandalism or excessive litter at your site, please call the Park Duty Officer at the number listed on your permit. We appreciate your help in keeping our parks pleasant for everyone and our maintenance costs down by leaving the site clean. Many of our parks have special recycling containers for your use. Please recycle when possible!

## Reservation Sites      Event Scheduling Office: (206) 684-4081

The chart below lists the parks where tables and/or shelters may be reserved for your picnic. Shelter fees are based on a \$30 base fee plus \$10 for each table under the shelter. Amenities under some of the shelters (i.e., BBQ, electricity, sink and fireplace) are there for your convenience, at no extra charge. Fixed tables which are outside the shelter are priced separately. Most tables seat 8-10 people and rent at \$10 per table per day. You are required to reserve an adequate number of tables and/or shelters to accommodate your entire group, so please estimate the number as accurately as possible. Any moveable, un-numbered tables in parks are available on a first come first served basis.

Park	Shelter #	Shelter Fee	Site Capacity	Seating Tables inside	Service Tables inside	Outside Reservable Tables \$10/ea	Electricity Availability	Sink or Faucet	Vehicles Allowed/w Key Dep	ADA FULL "A" or Partial "P"
<b>Alki</b> – Alki SW & SW 62nd (1702 Alki Ave SW 98116)	1	\$30	75		2	14			No	P
<b>Beer Sheva</b> – 8650 55 <sup>th</sup> Ave S 98118			30			2			No	
<b>Benefit</b> – 38th Ave S & S Benefit St. (9320 38th Ave.S 98118)	1	\$50	35	2		2			No	
<b>Carkeek</b> – NW Carkeek Park Rd & 9th NW (@110th) (950 NW Carkeek Park Rd 98177)	1	\$40	190		1	19		S	No	P
	2	\$60	150	3		14		S	No	
<b>Don Armeni</b> – 1222 Harbor Ave SW 98116			30			2			No	
<b>Ferdinand St</b> – Lake Wash Blvd & Ferdinand St. (4900 Lake Washington Blvd S 98118)			40			3			No	
<b>Gas Works</b> – N Northlake Way & Meridian Ave N (2101 N Northlake Way 98103)	1	\$50	100	2		5	Yes	S	No	A
	2	\$70	100	4		4	Yes	S	No	A
<b>Genesee</b> – 45th St & S Genesee (4316 S Genesee 98118)	1	\$100	100	7				F	Yes	P
<b>Golden Gardens</b> – Seaview NW (northend) (8499 Seaview PI NW 98107)	1	\$30	100		1	9		F	No	
	2	\$30	110		1	8		F	No	
<b>Judkins</b> – 22nd S & S Charles (2150 S Norman St 98144)	1	\$60	150	3		11	\$55	F	No	P
<b>Lincoln</b> – Fauntleroy SW & SW Webster (8011 Fauntleroy Way SW 98136)	1	\$40	250	1		22	Yes	F	Yes	
	2	\$40	250	1		21	Yes	F	Yes	
	3	\$60	50	3		6	Yes	F	No	A
	4	\$50	35	2		3	Yes	F	No	A
	5	\$70	300	4		25	Yes	F	Yes	P
<b>Madrona</b> – Lake Wash Blvd @ E Columbia St (853 Lake Washington Blvd 98122)	1	\$30	50			7	\$55	S	No	
<b>Magnolia</b> – 31st W & W Galer (1461 Magnolia Blvd W 98199)	1	\$30	100			10	Yes	S	No	
<b>Matthews</b> – NE 93rd & Sand Point Way NE (9300 51St Ave NE 98115)			100			10			No	

## Reservation Sites

### Do not mail to these addresses.

Use the addresses in parentheses for directions or internet maps. Blank box = No Service

Park	Shelter #	Shelter Fee	Site Capacity	Seating Tables inside	Service Tables inside	Outside Reservable Tables \$10/ea	Electricity Availability	Sink or Faucet	Vehicles Allowed/w Key Dep	ADA FULL "A" or Partial "P"
<b>Me-Kwa-Mooks</b> – 56th Ave SW & Beach Drive (4503 Beach Dr SW 98116)			30			2			No	
<b>Meridian</b> – N 50th & Meridian N (4649 Sunnyside Ave N 98103)	1	\$110	100	8			\$55		No	P
<b>North Acres</b> – 1st Ave NE & NE 130th St (12718 1st Ave NE 98125)			50			4	\$55		No	
<b>Othello</b> – S Othello & 45th S (4351 S Othello 98118)			100			10	\$55		No	A-#7&8
<b>Pratt</b> – Yesler Way & 20th Ave S (1800 S Main St 98144)			60			5			No	
<b>Ravenna</b> – 20th NE & NE 58th (2000 NE 58th 98105)	1	\$30	150			10		S	No	
<b>Roxhill</b> – 29th SW & SW Barton (2850 SW Roxbury 98126)			75			10	\$55		No	P-#10
<b>Rizal, Dr. Jose</b> – 12th S & S Judkins (1008 12th Ave S 98144)	1	\$70	75	4			Yes	F	No	A
<b>Warren G. Magnuson</b> – Sand Pt Wy NE & NE 65th (7400 Sand Point Way NE 98115) enter at NE 65th	1	\$110	100	8					No	P
	2	\$60	50	3		5			No	P
<b>Warren G. Magnuson</b> – <i>continued</i> enter at NE 74 <sup>th</sup>	3	\$60	50	3					No	A
	4	\$60	50	3					No	
<b>Seward</b> – Lake Washington Blvd & S Orcas (5898 Lake Wash Blvd S 98118)	1	\$50	40	2			Yes	F	No	P
	2	\$70	50	4		4	Yes	F	No	
	3	\$110	300	8		18	\$55	S	No	A
	4	\$70	50	4				F	No	
	5	\$70	45	4				F	No	
<b>Westcrest</b> – 8th Ave SW & SW Henderson (9000 8th Ave SW)			50			6	\$55		No	
<b>Lower Woodland</b> – N 50th & Woodland Pk N Shelters 1–3: (1000 N 50th St 98103)	1	\$40	250	1		14	Yes	S	No	
	2	\$40	300	1		19	Yes	S	No	
	3	\$40	200	1		12	Yes	S	No	
<b>Lower Woodland</b> – <i>continued</i> Shelters 1-4: (5900 Aurora Ave N 98103)	4	\$40	50	1		5	Yes	S	No	P
	5	\$50	75	2		4	Yes	S	No	
	6	\$110	200	8		9	Yes	S	No	A
	7	\$60	30	3					No	

## Picnic Area Features & Support

Amenities vary from park to park; each one has trash cans and restrooms or portable toilets. Many have barbeques, a water source (fountain, faucet or sink); some have electrical outlets, and a few have wood burning fireplaces. To make your picnic a success,

- Please bring your own (clean!) wood or charcoal.
- It's fine to bring your own small grill; charcoal or gas. If it is a gas grill, the propane tank cannot be larger than 5 gallons. If it is charcoal, we ask that you douse your ashes with water and remove them from the park. Please do not dump ashes or coal onto the ground as it causes damage to the turf.
- From time to time a restroom or water or electricity source may be unavailable because of unreported vandalism. If you encounter any such inconvenience, please call the Parks Duty Officer at the number listed on your permit, or call (206) 684-7250 during business hours.

## Anti-discrimination

As a matter of policy, law and commitment, Seattle Parks and Recreation does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental or physical handicap. (SMC 18.12.280)

Discrimination complaints can be filed with the Seattle Parks and Recreation Superintendent's Office or the Office of Equal Employment Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

## Access for People with Disabilities

Within the limitations of each park site, Seattle Parks and Recreation will, at your request, make accommodations for persons with disabilities. Please arrange this through the Picnic Reservation Office when you schedule your picnic.

For information or complaints concerning Americans with Disabilities Act, please call Seattle Parks and Recreation

## For a Successful Picnic

Here's a checklist to help you make your reservation. You can fill it out in advance or go over it with our schedulers.

- \_\_\_ What is your preferred date?
- \_\_\_ Second and Third choice date?
- \_\_\_ What is your preferred location?
- \_\_\_ Second and Third choice location?
- \_\_\_ How many people do you expect?
  - \_\_\_ Dumpsters?
  - \_\_\_ Portable toilets?
  - \_\_\_ Number of shelters do you need?
  - \_\_\_ Number of tables do you need?
- \_\_\_ Caterer?
- \_\_\_ Special equipment?
  - \_\_\_ Liability insurance?
- \_\_\_ Amplified Sound?
- \_\_\_ Attendant required?
- \_\_\_ Load/Unload access needed?
  - \_\_\_ Key secured?
  - \_\_\_ Proof of insurance?
- \_\_\_ Ballfield needed?
- \_\_\_ Boat launch access needed?
- \_\_\_ Admission fee or sale of merchandise?
- \_\_\_ Commercial signs?
- \_\_\_ How will you pay?

## New Picnic Sites!

For 2005 we have five new parks available for picnic recreation. Picnic tables are now available at Beer Sheva, Don Armeni, Ferdinand Street, Me-Kwa-Mooks, and Pratt! Call for more information!

**It's Time to Make Your  
Picnic Reservation!**

# Picnic Reservation Application

Please read "How to Schedule a Picnic" before completing.



CONTACT: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ DAY PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ARRIVAL TIME FOR PICNIC SET-UP: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Choose your top five preferences for your picnic date and location. You can choose one location on five different dates, the same date in five different locations, or any combination thereof. Tables seat an average eight persons each. If you need more than (1) one picnic, use separate applications for each request.

	Park Name	Date	# of People	Shelter #	# of Tables
1					
2					
3					
4					
5					

## PLEASE HELP US DETERMINE WHAT YOU WILL NEED

Are you hiring a catering company to prepare your food?

☐ NO

☐ YES

If yes, name of company: \_\_\_\_\_

Are you hiring an event or equipment company to provide bouncers, jumpers, etc.?

☐ NO

☐ YES

If yes, name of company: \_\_\_\_\_

If unsure of the answer to the above questions, please check here\_\_\_ and we will contact you to help assess your needs.

Do you want to reserve a ballfield? Please see brochure for sites with ballfields.

☐ NO

☐ YES

If yes, time requested: \_\_\_\_\_

## REMINDER

Alcoholic beverages are not allowed in City parks.

## VISIT US ONLINE

<http://www.seattle.gov/parks/reservations/picnics.htm>

## FEES

Shelter ..... See Grid in Brochure  
Table outside Shelter.....\$10.00each  
Ballfield Use Permit .....\$10.00/hour  
Use Permit.....\$75.00  
Electrical Hookup .....\$55.00  
Attendant Fee .....\$20.00/hour  
Company Sign/Commercial Banner..... \$100/unit  
Picnic fees are not refundable.

## METHOD OF PAYMENT

Prior to April 1, do not include check or money orders with your application, we will bill you. Payments are due two weeks from the confirmation of your reservation..

☐ Bill Me

☐ VISA

☐ MC

☐ American Express

Card number: \_\_\_\_\_

Exp. date: \_\_\_\_\_

Signature: \_\_\_\_\_

## IMMEDIATELY MAIL TO:

Picnic Reservations, Seattle Parks and Recreation,  
860 Terry Ave. N., Seattle, WA 98109

**OR: FAX to 206 684-4853 (Please mail or FAX! Not both)**